

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140050-7
REPORTS INVENTORY

PREPARE IN DUPLICATE

DD5/OTR/ISS 8

1. TITLE OF REPORT (if a fill-in report include Form No.) Records Holdings Survey (Includes Destruction)				2. TYPE OF REPORT XX STATISTICAL NARRATIVE MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	X	TRAINING	ADMIN. GENERAL OTHER (specify)
		LOGISTICS		SECURITY	
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 1
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. X NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT FPMR (from GSA) HR 25X1
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/RMO			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 23 (From all Branches of OTR 23 Total Reports on Forms)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		45		292.50		1		292.50
7	4.50		1		4.50		1		4.50
									= 4%

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$297.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
	CHANGE		0	0
	DISCONTINUE			STAT

16. DATE OF INVENTORY 9 OCT 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140050-7 Records Management Officer, OTR	18. EXTENSION
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